

TITLE, SERIES, GRADE: Security Specialist, GS-080-07/09/11/12

SALARY RANGE: GS-07: \$39,330 - \$51,124 per annum  
GS-09: \$48,108 - \$62,546 per annum  
GS-11: \$58,206 - \$75,669 per annum  
GS-12: \$69,764 - \$90,698 per annum

PROMOTION POTENTIAL (IF ANY) TO: GS-12

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-021

AREA OF CONSIDERATION: Government-Wide and all eligible surplus/displaced Federal employees in the local commuting area. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three (3) years or more of continuous active service may apply.

OPENING DATE: 02/19/08

CLOSING DATE: 03/04/08

DUTY LOCATION(S): Department of Justice, Criminal Division, Office of Administration, Security, and Administrative Services Staff, Security and Operations Support Section, Washington, DC

NUMBER OF VACANCIES: 1 Position

As you explore your future job options, we invite you to consider the rewarding and challenging career opportunity of serving as a Security Specialist for the Criminal Division. The Criminal Division has responsibility for a wide variety of challenging work that touches on every area of criminal law. Indeed, as the second largest Legal Division in the Department of Justice, the subject matter of the Division's litigation and policy mission is as broad and diverse as today's headline news, from fraud to computer crimes, and more. For more information regarding the work of the Criminal Division, please visit our website at: [www.usdoj.gov/criminal](http://www.usdoj.gov/criminal).

#### JOB SUMMARY

- Responsible for the personnel security program which involves the full security processing of all contractors and government service personnel hired within the Division.
- Supports the International Criminal Investigative Training Assistance Program (ICITAP) contractor support program; processing personnel security investigations manually and electronically through e-QIP.
- Conducts credit checks, LexisNexis checks, FBI name checks, NCIC checks and fingerprint checks.
- Takes applicant fingerprints using Live Scan
- Processes physical access approvals and badge issuance.
- Maintains the contractor Automated Security Tracking database used for investigation tracking.
- Responds to, coordinating and following-up on inquiries and questions from Division personnel

and the Department security specialists regarding security-related requests or Division procedural guidelines associated with: review of employee and contractor background investigations for suitability, classified document handling procedures, processing requests for waivers, personnel security clearance requests, visit authorizations.

- Conducts personnel security compliance reviews.
- Keeps Division employees informed on the Department's Security Program and applicable security regulations and procedures through both formal training sessions and informational gatherings.
- Ensures new employees and contractors are aware and understand Department security policies in new employee/contractor orientation.
- Develops or assists in the development of standard operating procedures; serving as liaison with the Division's Information Technology Staff in the development of web pages to provide updated information on security topics.
- Keeps aware of current operating procedures and upgrades technical knowledge and skills to respond to newly-promulgated National regulations and Department Security policies and procedures.
- Performs other duties as assigned.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

For the GS-07 level: One year of specialized experience equivalent to the GS-05 level which has equipped you with a knowledge of basic principles, concepts, policies, practices and methods of security administration.

Examples of specialized experience at this level include:

Reviewing requests for missing information and requesting such. Reviewing requests for security guidance or assistance, identifying the nature of the issue and researching guidelines to identify general policies and procedures that can be applied to resolve the issue.

For the GS-09 level: One year of specialized experience equivalent to the GS-07 level which has equipped you with a practical knowledge of commonly applied personnel security principles, concepts and methodologies.

Examples of specialized experience at this level include:

Reviewing reports to identify missing information; reviews the impact of various kinds of derogatory

information on the granting, denying and granting of clearances and issuing personnel ID cards.

For the GS-11 level: One year of specialized experience equivalent to the GS-09 level which has equipped you with a practical knowledge of commonly applied personnel security principles, concepts and methodologies in carrying out assignments and developing skills; ability to analyze information, and the ability to clearly communicate orally and in writing.

Examples of specialized experience at this level include:

Resolving a variety of security problems, questions or situations and recommend solutions. Reviewing security clearance requests involving derogatory information. Reviewing and evaluating reports of investigation or other data to determine if the meets security standards.

For the GS-12 level: One year of specialized experience equivalent to the GS-11 level which has equipped you with a wide range of security concepts, principles, and practices to review independently, analyze, and resolve difficult and complex security problems.

Examples of specialized experience at this level include:

Adjudicating complex security clearances; directing and coordinating investigations of applicants and employees to ensure they meet security standards; and determining compliance with personnel security programs.

**EDUCATION SUBSTITUTION:** As outlined in the Office of Personnel Management's Qualifications Handbook education may be substituted for specialized experience.

**At the GS-07 Level:** One (1) full year of graduate level education OR superior academic achievement.

**At the GS-09 Level:** Two full years of progressively higher level graduate education or equivalent degree (such as LL.B and J.D.).

**At the GS-11 Level:** Three full years of progressively higher level graduate education or Ph.D or equivalent doctoral degree.

**REQUIREMENT for Superior Academic Achievement (SAA).** SAA is based on (1) class standing; (2) grade-point average, or (3) honor society membership.

1) Class Standing - applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or School of Business Administration, based on completed courses

OR

2) Grade Point Average - applicants must have a GPA of:

a) 3.0 or higher out of a possible 4.0 (“B” or better) as recorded on their official transcript, or as computed based on four (4) years of education, or as computed based on courses completed during the final two (2) years of the curriculum;

OR

b) 3.5 or higher out of a possible 4.0 (“B+ or better) based on the average of the required courses completed in the major field or the required courses in the major field completed during the final two (2) years of the curriculum.

OR

3) Election of membership in a national scholastic honor society.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

**QUALITY RANKING FACTORS:** Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of personnel security requirements, policies and procedures.
- 2) Knowledge of the Adjudicative Guidelines.
- 3) Knowledge of office automation, personnel security data bases.
- 4) Ability to identify problems and propose solutions to personnel security related issues.
- 5) Ability to communicate orally and in writing.

#### HOW TO APPLY

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612) OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement address the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and a copy of a performance appraisal issued within the last 12 months.
- If you are a status candidate and would like to be considered under competitive procedures, please apply under vacancy announcement 08-CRM-JC-DEU-021
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a resume is submitted it must contain the following information. If pertinent information is omitted from the resume, it will result in non-consideration for this position.

- **JOB INFORMATION**--Announcement number, title and grade(s) of the job for which you are applying;
- **PERSONAL INFORMATION**--Full name, mailing address (with ZIP code), day and

evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held);

- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying. (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications and supplemental documentation can be e-mailed to:  
[CRIMINAL.CRMJOBS@USDOJ.GOV](mailto:CRIMINAL.CRMJOBS@USDOJ.GOV) or faxed to 202-353-0775.

-Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Individuals claiming veterans preference must submit a copy of their DD-214 or an SF-15 as proof of eligibility. Veterans claiming a 10-point or 30-point preference must submit a letter from the Department of Veterans' Affairs.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in a government envelope will not be considered. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- This is a permanent full-time position.
- If substituting education for specialized experience, transcripts must be submitted.
- All qualifications for this position must be met by the closing date of the announcement.

- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- In addition to the satisfactory completion of a background investigation, the incumbent must be eligible to be granted Top Secret/SCI security clearance.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

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